

Position Announcement

Senior Program Manager/Senior Facilitator

U.S. Institute for Environmental Conflict Resolution

The U.S. Institute for Environmental Conflict Resolution (U.S. Institute) is a program of the Udall Foundation, an independent federal agency that focuses on environmental policy and Native American affairs. The U.S. Institute is charged by Congress to assist all parties in resolving environmental, natural resources, and public lands conflicts involving the federal government. It is located in Tucson, Arizona (with a small office in Washington, D.C.) and works nationally in a variety of program areas, drawing on its national roster of qualified environmental mediators and facilitators. The U.S. Institute is funded by a combination of appropriations and revenues generated by services the Institute provides. See www.ecr.gov for more information on the Institute and www.udall.gov for information on other programs of the Udall Foundation.

The U.S. Institute is seeking an experienced and entrepreneurial individual for a Senior Program Manager/Facilitator position on the program staff. The successful applicant will manage environmental collaboration and conflict resolution (ECR) projects where contracted neutrals are the primary service providers, and will also provide direct mediation and/or facilitation services as appropriate.

Position Description

The primary duty of U.S. Institute program staff is to develop and manage cases and projects from initiation through evaluation. Institute staff perform a variety of ECR case services duties including convening, conflict assessment and process design, and managing the provision of services (whether in-house or through a subcontractor).

Senior Program Managers lead staff teams and have primary responsibility for developing programs or issue areas and maintaining ongoing institutional relationships with stakeholders and federal agencies. Responsibilities include outreach to potential users of ECR services, identification of situations where ECR is likely to provide benefit, and generation of project revenues. Senior Program Managers provide direct facilitation, mediation and/or training services as appropriate to the situation. Senior Program Managers mentor Program Managers, Program Associates, and other team members.

Senior Program Managers also contribute to cross-sector staff teams on strategic directions, training, new technologies, evaluation, and other specific policy issues. Senior Program Managers report to the Foundation's Deputy Executive Director for ECR. The amount of travel required is often significant. Availability to travel is a requirement of all Institute program staff.

Major Duties And Responsibilities

1. Provide ECR services, including intake, screening, case consultation, convening parties, managing neutral selection processes, conflict assessment (often in partnership with independent neutrals), case management, facilitation/mediation and evaluation. Assure the use of best practices and provision of high quality service by all team members.
2. Promote ECR generally and in selected issue areas. Develop productive relationships with stakeholders working in the issue area. Develop and successfully manage a case load of ECR

projects. With the help of the team, build and maintain a case load which generates revenue to support contracted work and a portion of the U.S. Institute's operating budget.

3. Serve as lead facilitator in situations with a high degree of political, substantive and interactive complexity. Build agreements or create products that address the complex issues and maintain a solid reputation for maintaining trust from all sides in multiple arenas.
4. Successfully complete the assessment of highly complex issues such as very visible public controversies, extreme distrust among parties, and/or serious process design hurdles.
5. Work collaboratively with other program staff and Foundation management to develop and implement U.S. Institute policies, projects and programs. Mentor other staff. Serve as lead mediator in technologically complex, multi-party settings with a high level of conflict. Handle contentious public situations and navigate media-related issues.
6. As needed, assist with the convening and facilitation of dialogues within and across government agencies to determine the feasibility and benefits of collaborative, coordinated interagency approaches to advancing national environmental policy and natural resource management goals.

Experience Requirements	
1. Experience in conflict resolution project management or managing public involvement processes.	At least eight (8) years experience leading large environmental collaboration and conflict resolution projects, including national level projects
2. Educational background (graduate or law degree) and current knowledge in environmental, natural resources or land use law, science, policy, planning or management.	Required
3. Collaborative problem solving experience in federal, state, regional, tribal, or local government, or in the private sector dealing with public policy matters and public institutions.	Required
4. Experience as a project manager and team leader responsible for developing or managing programs or large projects.	Required
5. Demonstrated flexibility and ability to work independently, while also capable of working collaboratively with a team to develop and carry out an overall program.	Required
6. Demonstrated excellence in both oral and written communication.	Demonstrated excellence in public presentations is also required.

Experience Requirements <i>(Continued)</i>	
7. Experience in project development, marketing professional services, grant writing or fund raising.	Required
8. Demonstrated competencies in the numerous skills required for large public meeting facilitation.	Required
9. Situation assessment and process design skills and experience.	Experience independently managing assessments and developing process design recommendations for highly complex cases/issues.
10. Demonstrated competencies in the numerous skills required for facilitating and mediating multi-party and interagency environmental and natural resource issues.	At least four (4) years experience in leading or co-leading conflict facilitation, and/or mediation in multi-party, public sector
11. Experience as a trainer of conflict resolution, mediation or dispute resolution.	Preferred

Position Location

Preference will be given to candidates available to work from the Institute's Tucson headquarters. A position posting at the Institute's Washington, D.C., office is also a possibility.

Salary Range

Senior Program Manager/Senior Facilitator: \$75,000 to \$115,000*

*Where the successful candidate's salary falls within the stated range will depend on the individuals experience, qualifications, and the position location.

The successful candidate will be a federal employee and will be eligible for federal benefits such as a retirement plan and health benefits. This position is an excepted service position. Relocation expenses may be paid.

Benefits

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. Details at <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is available. <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. You will be covered by a Basic Benefit Plan, Social Security (FICA) and a voluntary 401(k) -style Thrift Savings Plan (TSP). TSP allows you

to make tax-deferred contributions and receive a partial match from the agency. For additional information on TSP, see <http://www.tsp.gov/> or <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized.

Application Instructions

Please submit the following:

- A resume that includes (at a minimum) complete contact information, a chronological employment summary (including your title, name and location of employer and dates of employment), educational and other credentials, and country of citizenship.
- A cover letter describing your interest in this position, and your availability
- A description of specifically how you meet each of the experience requirements.
- Three references with addresses and phone numbers, to:

Bridget Radcliff
Coordinator for ECR Support Programs
U. S. Institute for Environmental Conflict Resolution
130 S. Scott Avenue
Tucson, AZ 85701
email: radcliff@ecr.gov
fax: 520-901-8575

Emailed application submissions with all application materials attached are preferred.

Timeline for submission: Open until filled.

The U.S. Institute for Environmental Conflict Resolution of the Udall Foundation is an Equal Opportunity Employer.

ALL QUALIFIED CANDIDATES WILL BE CONSIDERED REGARDLESS OF POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, MARITAL STATUS, AGE, DISABILITY, OR OTHER NON-MERIT FACTORS.